

**COUNTY FACILITIES ANNUAL PAYMENT
TRANSMITTAL AND METHODOLOGY**

To the Administrative Office of the Courts

Attn: Gary L Norton
455 Golden Gate Avenue
San Francisco, CA 94102-3660

Please find enclosed CPF forms for:

County:

Building Number:

CFP Preparation Methodology County:

Section 1: Background

Describe your County's financial accounting structure and systems including the Cost Allocation Plan. Additionally, describe which departments have responsibility for accumulating and calculating the costs for the Court facilities. Provide any information that will assist the AOC in understanding where the numbers came from and how they are allocated.

Section 2: Specific Cost Accumulation

Describe specifically the processes used by the departments for accumulating costs for the Court facilities.

Section 3: Overhead Calculation:

Describe your County's method for allocating both Countywide and departmental overhead to the Court facilities.

Section 4: Building Occupancy:

Describe your County's method for determining occupancy of Court facilities.

Section 5: Record Retention:

Describe your County's record retention policy. If your policy deviates from the State Controller's guidelines, explain the differences here.

Section 6: Replacement Facilities

Complete section 6 only if the facility is no longer in operation. Please explain:

- 1) The name and location of the replacement facility.
- 2) The number of employee transferred to the replacement facility from the vacated facility.
- 3) The approximate new square feet the court occupies.
- 4) What was the date the court moved to the replacement facility.
- 5) Was the old facility closed or does it have another use (Storage, file space, etc.)?

Preparer's name:

Department:

Job Title:

Phone:

E-mail: